



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 06-16, Time and Attendance Report (T&A) Preparation for Firefighters

Date: September 18, 2006

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to provide T&A entry instructions to ensure that employees who are firefighters are paid correctly.

System for Time and Attendance Reporting (STAR) Employee Detail

A firefighter must be coded **FF** (Firefighter) in the Special Type field in the Employee Detail section in the STAR. Timekeepers not using STAR should check with their agency T&A support staff to determine the proper way to identify firefighters in their system.

T&A Entry Requirements

All employees are either covered (nonexempt) or not covered (exempt) by the overtime provisions of the Fair Labor Standards Act (FLSA). T&A coding for FLSA exempt and nonexempt firefighters are as follows:

- **FLSA Nonexempt Firefighter**

A firefighter that is FLSA nonexempt should **never** have Transaction Code (TC) 19, Overtime Over 8, coded on his/her T&A. If TC 19 is used, any hours of leave in excess of 106 hours taken will not be captured correctly. The T&A should be coded with any combination of TCs (except TC 19) up to the full 144 hour tour. The employee will be paid overtime for 38 hours.

- **FLSA Exempt Firefighter**

A firefighter that is FLSA exempt **must** have TC 19 coded for overtime on his/her T&A. The employee will receive full pay as long as leave taken does not exceed 106 hours in a single pay period. If more than 106 hours of leave is used in a single pay period, the agency must submit a manual request to provide the employee with the difference between regular time and overtime for any hours over 106, up to the 144 hour tour of duty.

When nonpay time is not an issue and the employee uses less than 106 hours of leave for the pay period, 38 hours of TC 19 should always be recorded.

The TNAINST and STAR procedures, which are available online at the NFC Web site, have been updated to include the information in this bulletin. To view and/or print these procedures, go to the NFC Home Page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List by System Acronym**, then search for TNAINST and STAR on the list provided.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about T&A Processing to the Payroll/Personnel Call Center at **504-255-4630**.



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